



VOLUNTEER POSITION DESCRIPTION

Police Department Reserve Officer

Purpose/Objective

The Reserve Officer is a civilian volunteer who works under the close supervision of a higher-ranking officer. Assists in the enforcement of local, state, and federal laws. Participates in law enforcement efforts that include police and patrol duties, crime prevention and investigation, emergency response, and public assistance.

Department/Division

Police Department

Location of Volunteer Position

Police Department and community areas as assigned

Key Responsibilities

Perform Patrol Duties, traffic law enforcement, respond to crime scenes, and perform administrative activities.

Requirements/Qualifications

- Knowledge, skill, and ability to effectively use departmental equipment.
- Skill to communicate effectively with a variety of groups such as youth, business people, and seniors.
- Skill in gathering appropriate information through interviewing victims, witnesses, and suspects and contacting other law enforcement agencies.
- Skill in operating a police vehicle in all kinds of weather conditions and situations.
- Ability to comprehend and apply federal, state, county, and city criminal, traffic, and other civil laws.
- Ability to prepare routine reports, case files, and correspondence.
- Ability to work under adverse conditions.
- Ability to work within the scope of this position's duties and authority.

Time Commitment

Variable depending on volunteer availability and need



Training/Support Provided

Volunteers will be provided full training to provide skills needed to serve as a Reserve Officer.

Benefits to Volunteers

Opportunity to support public safety in Elk River which in turn will contribute to a positive quality of life for the community.